



# City of Whittier

Gateway to the Western Prince William Sound

P.O. Box 608, Whittier, Alaska 99693

(907)472-2327 Fax (907)472-2404

---

## JOB DESCRIPTION—Temporary Gym Attendant

Posting Date 8/30/2022

Closing Date (open until filled)

**Position Title:** Gym Attendant

**Department:** Parks and Recreation

**Supervisor:** Assistant City Manager

**Classification:** -Temporary-Non-Exempt, Hourly 10 to 20 hours per week

**Pay Range:** \$15.00 - \$19.14 Hourly DOE

**POSITION SUMMARY:** Under the supervision of the Assistant City Manager, ensures a safe workout environment through constant supervision of the gym floor and other duties as assigned. Must be available weekdays and weekends, both day and evenings as scheduled.

This is a 10-20 hours per week position. Currently attending High School or High School graduate, college student or retired. Interest in sports/athletics, recreation preferred. Position is open until filled. Qualified applicants will be contacted for an interview.

**ESSENTIAL FUNCTIONS: Essential and other important responsibilities may include, but are not limited to, the following:**

1. Available to work weekdays, and evenings
2. Punctual arrival for shift for opening/closing/preparation of facility, programs, and equipment.
3. Exhibit a positive demeanor to supervisor, peers, the public, school staff and gym users at all times.
4. Assist with planning, set-up, and coordination of all evening activities during the gym time.
5. Keep log of all users of the Gym by having them sign in and out each time they come
6. Keep log of City Gym Guidelines and Waiver Form
7. Ensure that all participants 13 and under are always accompanied by a parent or legal guardian.
8. Monitor gym facility, equipment, and participants.
9. Maintain a safe playing atmosphere and environment.
10. Light custodial services including but not limited to: dust mopping, removing trash from bleachers, tidying equipment, and cleaning spills.
11. Return the facility to original state at the end of gym session.
12. Being always visible at the facility in approved attire. Must stay on site (in Gym) for duration of shift.
13. Distribute first aid supplies as needed.
14. Advertise Open Night Gym
15. All other duties assigned by the Assistant City Manager.



# City of Whittier

Gateway to the Western Prince William Sound

P.O. Box 608, Whittier, Alaska 99693

(907)472-2327 Fax (907)472-2404

---

## **ESSENTIAL EDUCATION, EXPERIENCE AND SKILLS REQUIRED:**

1. Must have good oral and written communication skills. Must be able to speak clear English. Other language skills would be a plus.
2. Ability to work with minimal supervision, problem solve, and follow directions.
3. Demonstrate initiative, dependability, good judgement, tact, leadership, analytical skills, and the ability to work in a positive manner with the general public, School and City staff.
4. Quality customer service, working with groups of all ages (youth and adults).
5. Answer questions, promote positive community relations and represent the City of Whittier.
6. While performing the duties of this job, employee will be required to walk; reach with arms and legs; balance; stoop; reach; kneel; and possibly lift heavy objects repeatedly. The employee is frequently required to talk and hear; stand; use hands to handle, feel, and use equipment. Specific vision abilities required by this job include close vision and depth perception.
7. Ability to pass drug test and background check.

**The City of Whittier is an equal opportunity employer and a drug free workplace**

Apply at <https://www.whittieralaska.gov/employment/>

*The above job description is to be used as a guide for accomplishing organizational and department objectives, and only covers the primary functions and responsibilities of the position. It is in no way to be construed as an all-encompassing list of duties. 08/2022*